

**Department:** US Census Bureau  
**Agency:** Bureau of the Census  
**Job Announcement Number:** PRAO-A-09-08

Overview

## Clerk GG-0303-3/4

**Salary Range:** 20911 to 30522 USD Per Year  
An additional 13% Cost of Living Adjustment (COLA) will be added.  
**Series & Grade:** GG-0303-3/4

**Open Period:** 12/3/2008 to 9/25/2009

**Position Information:** Full-Time  
This is a Schedule A time-limited appointment not to exceed September 25, 2010. This may be extended if agency needs arise.

**Duty Location:** Few vacancies - Guaynabo Area, PR

### Who May Be Considered:

Applications will be accepted from all United States citizens.

Please note: Census Bureau employees with less than 1 year of service should apply to this external bulletin.

### Job Summary:

This Bulletin will remain open for a minimum of 10 days, or until sufficient applications are received.

The incumbent performs clerical support duties for support of the 2010 Census. Clerks may support staff in administrative, field operations, space leasing, geographic, partnership, or recruiting areas. Clerks will receive, sort, open, control and route incoming mail.

Payment of relocation expenses IS NOT authorized.

### Key Requirements:

- Passing a 30 minute, basic skills test
- If your resume is incomplete, you may not be considered for this vacancy
- Background and/or Security Investigation required.

Duties

### Major Duties:

The incumbent performs clerical support duties for support of the 2010 Census. Clerks may support staff in administrative, field operations, space leasing, geographic, partnership, or recruiting areas. Clerks will receive, sort, open, control and route incoming mail. Clerks will maintain correspondence files. Clerks will also receive telephone and personal callers and direct them to appropriate office employees based on knowledge of employees' areas of responsibility. Clerks maintain a variety of logs. Clerks may maintain stockroom supply levels. Clerks operate various office machines, prepare office reports and perform other clerical duties as required.

**Qualifications:**

Clerk, GG-0303-03 (\$20,911 - \$30,522)

Clerk, GG-0303-04 (\$23,475 - \$30,522)

GG-03: 6 Months General Experience OR 1 Year of Education Above High School

GG-04: 1 Year General Experience OR 2 Years of Education Above High School

General Experience is described as: Progressively responsible clerical, office, or other work that indicates ability to acquire the particular knowledge and skills needed to perform clerical duties.

You may qualify for a position based on your education, experience, or a combination of both. If qualifying based on education, you **MUST** submit a copy of your college transcripts or a listing of college courses showing course number, title, grade, type (semester/quarter), and number or credit hours. Applicants selected for position will be required to supply original transcripts.

You must be a U.S. citizen to qualify for this position.

**BASIS OF RATING:**

Applicants are required to pass a Bureau of the Census written exam. You will be contacted concerning the date and location to take the test once your application has been received. Bring two forms of identification to the test session to verify employment eligibility, one being a State or Federal ID with photo such as driver's license or passport. Please allow 2 hours for the testing session.

This agency provides reasonable accommodations to applicants with disabilities.

For further information on this vacancy, contact Angie Santos, Administrative Officer, 787-705-8201.

Must be able to speak, read and write Spanish and English

**How You Will Be Evaluated:**

You will be evaluated based upon the score you achieve on the written test required for this position. Please review the "How to Apply" instructions for information about registering for the examination.

**Benefits:**

You may participate in the Federal Employees Health Benefits program, with costs shared with your employer. More info: <http://www.usajobs.gov/jobextrainfo.asp#FEHB>. Life insurance coverage is provided. More info: <http://www.usajobs.gov/jobextrainfo.asp#life> Long-Term Care

Insurance is offered and carries into your retirement. More info:

<http://www.usajobs.gov/jobextrainfo.asp#ltci> New employees are automatically covered by the Federal Employees Retirement System (FERS). If you are transferring from another agency and covered by CSRS, you may continue in this program. More info:

<http://www.usajobs.gov/jobextrainfo.asp#retr> You will earn annual vacation leave. More info:

<http://www.usajobs.gov/jobextrainfo.asp#VACA> You will earn sick leave. More info:

<http://www.usajobs.gov/jobextrainfo.asp#SKLV> You will be paid for federal holidays that fall within your regularly scheduled tour of duty. More info: <http://www.usajobs.gov/jobextrainfo.asp#HOLI>

### **Other Information:**

This job is being filled by an alternative hiring process and is not in the competitive civil service. If you are not currently a Census Bureau employee you will be required to complete a Declaration for Federal Employment (OF-306) to determine your suitability for federal employment and to authorize a background investigation. Download the OF-306 by [clicking here](#), complete sections 1 through 16 and bring the form with you when called for an interview. You will be required to sign and certify the accuracy of all the information in your application (section 17) AT THE TIME OF INTERVIEW. If you make a false statement in any part of your application, you may not be hired; or you may be fired after you begin work; or you may be fined or jailed.

### How to Apply

### **How to Apply:**

Each applicant must submit the following 3 documents: (1) a completed Application for each grade level applied; Optional Application for Federal Employment (OF-612), or a resume, listing your work duties and accomplishments relating to the job for which you are applying. If only one application is received, you will be considered only for the lowest grade level in your application. (2) Schedule and pass clerical test (3) College Transcripts (if education is used as a qualification factor).

The following information is needed to evaluate your qualifications and determine if you meet legal requirements for Federal employment. Failure to provide this information may result in loss of consideration.

Recruiting Bulletin number, title, and lowest grade acceptable

Full name, mailing address (including email address, if available, and zip code), day and evening phone numbers (with area code).

Social Security number

Country of citizenship (this Federal job requires U.S. citizenship).

**Veteran's Preference** – Applicants claiming 10-point veteran's preference MUST submit the SF-15, Application for 10-Point Veteran Preference, with the required proof (i.e., statement from the Department of Veterans Affairs) and the latest copy of the DD-214, Certificate of Release or Discharge from Active Duty. Applicants claiming 10-point preference who do not submit the required documentation will receive 5-point veteran's preference if they submit a DD-214. Applicants claiming 5-point veteran's preference must submit a DD-214 to receive preference.

Highest Federal civilian grade held (if applicable)

Highest education level achieved. Specify: name, city, state, zip code (if known), date or expected

date (month/year) of completion of degree requirements, type of degree received, and graduate of foreign universities must include proof of foreign education equivalency to an accredited U.S. college/university.

To qualify based on education, submit a copy of your college transcript, along with your application.

Paid and non-paid work experience related to the position. For each work experience Include: job title, series/grade (if Federal employment), duties and accomplishments, employer's name and address, supervisor's name and address, starting and ending dates, hours per week, salary, and indicate if we may contact your current supervisor/employer.

Job-related: training courses (title and year), skills (e.g., other languages, typing speed, computer software/hardware, tools, etc.), certificates/licenses (current), and honors, awards, and special accomplishments (e.g., publications, memberships in professional societies, etc.).

Use of any Government agency envelopes to file job application is a violation of Federal laws and regulations. Applications submitted in Government envelopes or via Government FAX machines will not be accepted.

Disabled veterans or any other applicants eligible for non-competitive appointments should specify their special eligibility on the application. Individuals with a disability may request reasonable accommodations by calling (617) 223-3650.

**APPLICATION DEADLINE:** All applications must be received by the closing date of the recruiting bulletin. Applications received after this due date will not be considered. Submit all applications to the address listed below:

U.S. Census Bureau

Puerto Rico Area Office

State Road #165 Km. 1.2

City View Plaza II Suite 3000

Guaynabo, PR 00968

Phone: 1-787-705-8201

Fax: 1-787-705-8257

Attn: Angie Santos, HR Specialist

#### CONDITIONS OF EMPLOYMENT:

- This is a Mixed-Tour work schedule, which may be changed from full-time, part-time, or intermittent to accommodate fluctuating workloads.
- Candidates selected for these positions must sign agreements outlining the conditions of employment prior to the appointment.
- You will be required to complete a Declaration for Federal Employment, OF-306, to determine

your suitability for Federal employment and to authorize a background investigation. You will also be required to sign and certify the accuracy of all the information in your application. If you make a false statement in any part of your application, you may not be hired; or you may be fired after you begin work; or you may be fined or jailed.

- If selected, male applicants born after 12/31/59 must confirm their selective service registration status. Certification forms are available at most Federal agency personnel offices or from the U.S. Office of Personnel Management.

- Public law requires all new appointees to present proof of identity and employment eligibility (e.g., U.S. citizenship).

ADDITIONAL INFORMATION: Employees who receive a Voluntary Separation Incentive Payment (VSIP) or "buyout" and subsequently return to a position in federal agencies, whether by reemployment or contracts for personal services are obligated to repay the full amount of the buyout to the agency that paid it.

THE U.S. DEPARTMENT OF COMMERCE / U.S. CENSUS BUREAU IS AN

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, DISABILITY, MARITAL STATUS, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, SEXUAL ORIENTATION, OR OTHER NON-MERIT FACTOR.

**Contact Information:**

Angie Santos  
Phone: 787-705-8201  
Fax: 787-705-8257  
Internet: maria.a.santos@census.gov

Or Write:  
US Census Bureau  
State Road #165 Km. 1.2  
City View Plaza II Suite 3000  
Guaynabo PR 00968  
US

**What to Expect Next:**

Once your complete application is received we will conduct an evaluation of your qualifications and determine your ranking. The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 60 days of the closing date of this announcement. You will be notified of the outcome.

[EEO Policy Statement](#)

The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.

#### Reasonable Accommodation

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

#### Veterans Information

Veterans who served on active duty in the U.S. Armed Forces and were separated under honorable conditions may be eligible for veterans' preference. For service beginning after October 15, 1976, the veteran must have served the required length of time and have a Campaign Badge, Expeditionary Medal, a service-connected disability, or have served in the Gulf War between August 2, 1990, and January 2, 1992.

The Veterans Employment Opportunity Act (VEOA) gives veterans access to job vacancies that might otherwise be closed to them. The law allows eligible veterans to compete for vacancies advertised under agency's promotion procedures when the agency is seeking applications from outside of its own workforce.

To claim veterans' preference, veterans should be ready to provide a copy of their DD-214, Certificate of Release or Discharge from Active Duty, or other proof. Veterans with service connected disability and others claiming 10 point preference will need to submit Form SF-15, Application for 10-point Veterans' Preference.

For more specifics on all veterans employment issues such as Veterans preference or special appointing authorities see the VetGuide.

#### Legal and Regulatory Guidance

**Social Security Number** - Your Social Security Number is requested under the authority of Executive Order 9397 to uniquely identify your records from those of other applicants who may have the same name. As allowed by law or Presidential directive, your Social Security Number is used to seek information about you from employers, schools, banks, and others who may know you. Failure to provide your Social Security Number on your application materials, will result in your application not being processed.

**Privacy Act** - Privacy Act Notice (PL 93-579): The information requested here is used to determine qualifications for employment and is authorized under Title 5 U.S.C. 3302 and 3361.

**Signature** - Before you are hired, you will be required to sign and certify the accuracy of the information in your application.

**False Statements** - If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be subject to fine, imprisonment, or other disciplinary action.

**Selective Service** - If you are a male applicant born after December 31, 1959, you must certify that you have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law.